

DEPARTMENT OF  
PUBLIC SAFETY AND CORRECTIONS

MIKE FOSTER, JR., GOVERNOR



RICHARD L. STALDER, SECRETARY

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May 19, 2003

**MEMORANDUM**

**TO:** Senior Staff  
RRP Executive Staff Officers  
BJG Regional Team Leaders

**FROM:** Richard L. Stalder  
Secretary

**RE:** DNA Collections

The State Police Crime Lab has begun processing the DNA samples collected by the Department. Although they are pleased with the majority of the offender samples, there have been a few errors detected in the collection process. In an effort to reduce the number of re-collections, the State Police Crime Lab offers the following:

- **Print** - It is imperative that the collectors write in a legible manner.
- Please include DOC # or SID # (whichever is available) on DDIC card AND the FTA card. The Name, DOC # and/or SID # are required to be written on the FTA card. If the FTA card is left blank, the sample has to be re-collected.
- The inmate's ID card, AFIS printout with picture, or driver's license must be used for positive identification. The DOC number alone is not sufficient.
- The inmate's social security number only (if available) should be written in the blank for "Social Security Number."
- The name of the actual facility where the DNA sample is being collected should be placed in the blank for "Submitting Agency." Do not put DOC.
- Some smaller facilities are obtaining collection kits from facilities other than the LSP Crime Lab DNA Unit. If a facility runs out of collection kits, they should contact the DNA Unit at 225/925-7070 or 225/925-1732 to acquire more kits. Each kit is tracked by an internal tracking system and if one facility obtains kits from another facility, the tracking system will be inaccurate.

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- Each facility has a Daily DNA Collection Form created for that specific facility. Each collector should utilize the appropriate Daily DNA Collection Form. (If a facility needs a form created, please contact Baliria Gross at 225/925-7070.) All forms should be faxed to 225/925-6517 on the date of collection. It is imperative that the "date of collection" space on the form is completed and that the facility name is on the form. The originals of these forms are also required to be mailed to:

DNA Unit  
376 East Airport Drive  
Baton Rouge, Louisiana 70806

- The kit number for all kits utilized for training purposes should be clearly noted on the Daily DNA Collection Form.
- Verifiable fingerprints are a must. By law, prints must accompany the DNA sample. There have been many cases in which the samples will have to be re-collected because the fingerprint is only a black smudge. Collectors should gently roll the fingerprint on the card and not press down with a great deal of pressure.
- Only the FTA Card should be sealed in the plastic specimen bag. DO NOT fold or bend the DDIC Card or the FTA Card. Only ONE staple is necessary to attach the DDIC card to the FTA card, which is inside the plastic specimen bag. **PLEASE DO NOT PUT THE STAPLE THROUGH THE FTA CARD** – this could damage the biological specimen and force a re-collection.

Thank you for your continued compliance with this ongoing process.

RLS:AT